

**STAGE 1 ASSESSMENT:**

Each submission will be scored against the following criteria (0 = unacceptable, 5 = outstanding):

Criteria	Weighting	Sub-criteria	Criteria weighting
Price	5%	Value for money <ul style="list-style-type: none"> <li>Income generated for Falkirk Council</li> </ul>	n/a
Quality	95%	Activity(s) on offer <ul style="list-style-type: none"> <li>Quality of product</li> <li>Quality of customer experience</li> </ul>	25% 25%
		Fit with Helix ethos: <ul style="list-style-type: none"> <li>Sustainability</li> <li>Demonstrates professional conduct and/or appearance</li> </ul>	15% 5%
		Approach to Health & Safety <ul style="list-style-type: none"> <li>Quality of Risk Assessment</li> </ul>	10%
		Communication and Marketing Plan <ul style="list-style-type: none"> <li>Communication with public</li> <li>Communication with Helix teams</li> </ul>	10%
		Support requirements for your activity <ul style="list-style-type: none"> <li>Site reinstatement and/or additional support requirements for your activity set-up and removal</li> <li>Maintenance requirements of equipment</li> </ul>	5%
		Accountability <ul style="list-style-type: none"> <li>Complaints procedures</li> <li>Cash handling processes</li> </ul>	5%
		<b>TOTAL</b>	<b>100%</b>

Any questions must be made in writing to [community@thehelix.co.uk](mailto:community@thehelix.co.uk) by 12pm on Friday 17<sup>th</sup> January 2025.

Scoring Methodology	Score
<b>Unacceptable:</b> The information is either omitted or fundamentally unacceptable to the Council.	0
<b>Poor:</b> The information submitted has insufficient evidence that the specified requirements can be met and/or does not demonstrate an acceptable level of quality of the proposed solution. This may include significant omissions of relevant details.	1
<b>Fair:</b> The information shows limited evidence that the specified requirements can be met and/or demonstrates only limited level of quality of the proposed solution.	2
<b>Satisfactory:</b> The information submitted provides good evidence that the specified requirements can be met and/or demonstrates a satisfactory level of quality of the proposed solution.	3
<b>Very good:</b> The information submitted provides strong evidence that the specified requirements can be met and/or demonstrates a very good level of quality of the proposed solution.	4
<b>Outstanding:</b> The information submitted provides compelling and coherent evidence of best of sector capability to deliver the specified requirements and which will provide additional benefits and/or exceed the performance requirements of the contract.	5